JAMMU AND KASHMIR

Administration: The State Archives Department maintains the following Archives Repositories: (1) State Archives Repository, Srinagar, (2) State Archives Repository, Jammu and (3) State Archives Repository, Leh.

The Department is under the administrative control of the General Department. Proposals regarding development of Archives was submitted to the Government.

Budget: During 1975-76 a sum of Rs.2,29,300.00 was spent out of the budget provision of Rs.2,21,800.00 on the non-plan side and Rs.25,200.00 on the plan side. For 1976-77 a provision of Rs.2,38,200.00 was made on the non-plan side and Rs.25,000.00 on the plan side.

Building: Directorate Office and State Archives Repositories at Srinagar and Jammu are housed in the Government buildings. Proposal regarding construction of building at Leh was submitted to the Government for which rupees one lakh earmarked in the next year plan. It is expected that the building will be constructed during the next financial year.

Record Management: The records pertaining to the Chief Secretariat, Revenue Secretariat, Law Secretariat, Education Department, Planning Department, Home Department, Health Department and Assembly Secretariat were examined during the year under report. Retention and weeding of records was carried out according to the standing rules for maintenance of Records. The retention schedule received from the Government of India was submitted to the State Government for necessary action.

Research and Reference: 72 research scholars availed themselves of research facilities. 1,200 requisitions from research

scholars, 400 requisitions from various Government offices and 75 from private agencies were attended to.

Publication Programme: The proposal regarding publication programme is yet under the consideration of the Government.

Preservation of Records: Two menders who were trained in rehabilitation and renovation of records by the National Archives of India are looking after the work of flattening and repairing with chiffon, tissue paper, acetate foils. 786 pages were repaired with tissue papers, 300 files, 20 books, 30 manuscripts repaired, 289 books and 58 Gazettes bound.

Photo-duplication: The Archives has no microfilming unit of its own.

Library: 160 books were acquired during the year under report.